DOCUMENT RESUME

ED 355 448 CE 063 385

TITLE	Computer Graphics. Module 4. Commercial Art. Instructor's Guide.
INSTITUTION	Missouri Univ., Columbia. Instructional Materials Lab.
SPONS AGENCY	Missouri State Dept. of Elementary and Secondary Education, Jefferson City. Div. of Vocational and Adult Education.
PUB DATE	92
NOTE	42p.; For related documents, see CE 063 382-386.
AVAILABLE FROM	Instructional Materials Laboratory, 8 London Hall, University of Missouri-Columbia, Columbia, MO 65211 (order no 70-8204-I: $4.55).
PUB TYPE	Guides - Classroom Use - Teaching Guides (For Teacher) (052)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Art Education; *Commercial Art; Competency Based Education; *Computer Graphics; Computer Software; Design; *Desktop Publishing; Graphic Arts; Instructional Materials; *Layout (Publications); Learning Activities; Learning Modules; Photography; Postsecondary Education; Printing; Publications; Secondary Education; State Curriculum Guides; Tests; Units of Study

ABSTRACT

This module is the fourth of five in the Commercial Art series. The curriculum guide is designed for competency-based teaching and testing. Within this module on computer graphics are six instructional units. A cross-reference table reveals how the instructional components of the module relate to Missouri competencies. Each unit includes some or all of the following components: unit and specific objectives; table of contents; reference list; notes to the instructor; information sheets in outline form; transparency masters; handouts; assignment sheets; job sheets; and unit test with answer key. Unit topics are as follows: introduction to desktop publishing, desktop publishing systems, software, type selection, document design, and layout. A glossary of terms from modules 1-3 and 5 is appended. (YLB)

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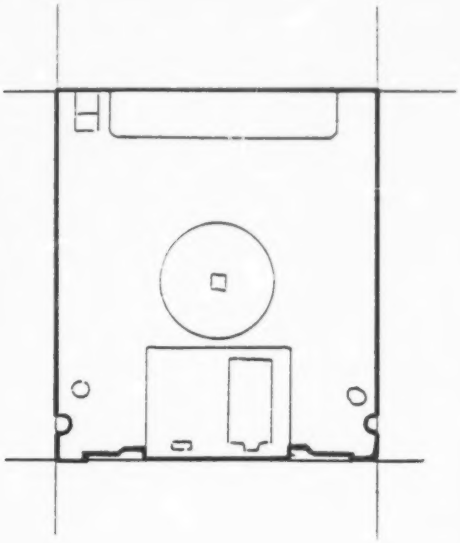
ED355448

70-8204-I
Instructor Guide

Computer Graphics

Commercial Art

MODULE FOUR



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Modules in this IML Commercial Art series

1: *Fundamentals of Commercial Art* by Diane Davis and Christine Tadrick

2: *Layout and Design* by Tom Benke, Jim Scott and LaVerne Wollerman

3: *Illustration* by Tom Benke, Richard Evans and Bob Morris

4: *Computer Graphics* (tests to accompany MAVCC's *Desktop Publishing;* IML terms glossary)

5: *Employment Preparation* by LaVerne Wollerman

The activity which is the subject of this report was supported in whole or in part by funds from the Department of Elementary and Secondary Education, Division of Vocational and Adult Education. However, the opinions expressed herein do not necessarily reflect the position or policies of the Missouri Department of Elementary and Secondary Education or the Division of Vocational and Adult Education, and no official endorsement should be inferred.

COMMERCIAL ART

Module 4: Computer Graphics

(contains tests to accompany MAVCC's *Desktop Publishing*
and an IML terms glossary)

Instructional Materials Laboratory
8 London Hall
University of Missouri-Columbia
Columbia, MO 65211

1992

Instructor's Guide
Catalog No. 70-8204-I

FOREWORD

We are indebted to the teachers and administrators who provide their time, efforts and professionalism to develop curriculum for trade, technical and industrial education programs. This Commercial Art guide is no exception. Committee members worked hard over several years' time in advisory, writing, technical consultation and field-test capacities.

To take full advantage of excellent materials already in existence, Module 4: Computer Graphics is keyed to the Desktop Publishing guide developed in 1990 by the Mid-America Vocational Curriculum Consortium. (Copies of it are available from IML or from MAVCC directly at 800/654-3988.) Module 4: Computer Graphics includes tests that are easily used with scanable answer sheets and an alphabetized glossary containing terms and definitions from Modules 1-3 and 5.

This Commercial Art guide is designed to be totally integrated with the Vocational Instructional Management System. It is hoped that all guides produced under our supervision will help classroom teachers manage instruction. A curriculum guide is more than a resource--it is an integral part of the management system. Rather than impeding instruction, it should guide and facilitate instruction.

This guide's format is set up for competency-based teaching and testing. Unit tests evaluate specific competencies and can be used with the Vocational Administrative Management System (VAMS). Information sheets, transparency masters, assignment sheets, job sheets and test items are keyed to specific competencies. A cross-reference table has been included with each module to identify quickly the parts of the curriculum that relate to specific competencies.

Although this guide may be a new format for some teachers, we are confident that, when used as designed, time spent by teachers and students will become more productive. Any future curriculum modifications will begin with this guide. The commercial art field is undergoing constant and considerable change. We will periodically evaluate the need to update this guide on a module-by-module basis. Your suggestions regarding areas for improvement are both encouraged and appreciated.

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ACKNOWLEDGMENTS

This Commercial Art guide represents a continuing commitment to Missouri's Vocational Instructional Management System (VIMS). The guide has been keyed to the Commercial Art competency profile developed by industry and education professionals in the state.

When searching for current materials to adopt or utilize in the guide's development, we found the Desktop Publishing guide from the Mid-America Vocational Curriculum Consortium (MAVCC), of which Missouri is a member. This MAVCC guide, therefore, has been referenced to for the bulk of Module 4: Computer Graphics. The IML-developed portion includes tests that are easily used with scanable answer sheets and an alphabetized glossary containing terms and definitions from Modules 1-3 and 5. A debt of thanks is owed to the entire MAVCC organization for the research and development of the Desktop Publishing guide.

These industry representatives and educators contributed to the guide as writers and members of the advisory committee.

Tom Benke, Nichols Career Center, Jefferson City
Richard Evans, South County Technical School, St. Louis
Robert Morris, Penn Valley Community College, Kansas City
Jim Scott, Graff Career Center, Springfield
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Robert Morris, Penn Valley Community College, Kansas City
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Support and contributions of IML staff members were instrumental to this module's development.

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Phyllis Miller and Dan Stapleton, assistant directors
Diane Davis, editor
Sharon Dyer, graphic designer
Lori Holliday, word processor III

COMPETENCIES ADDRESSED IN THIS GUIDE AND THEIR LOCATION (BY MODULE)

NOTES: M1 = Module 1, M2 = Module 2, M3 = Module 3, etc.
= tasks deleted in 1990
** = competencies addressed in the Missouri VICA Curriculum Guide

M1	M2	M3	M4	M5	Competencies
A. Safe Use of Art Tools and Materials/Equipment					
X					1. Demonstrate proper uses of T-square
X					2. Demonstrate proper uses of triangles
X					3. Demonstrate proper uses of drafting knives
X					4. Demonstrate proper uses of scissors
X	X				5. Demonstrate proper uses of tech pens
X	X				6. Demonstrate proper uses of sharpeners
X	X				7. Demonstrate proper uses of pencils
X	X				8. Demonstrate proper uses of erasers
X					9. Demonstrate proper uses of tapes
X	X				10. Demonstrate proper uses of paper
X					11. Demonstrate proper uses of fixatives
					12. #
X	X				13. Demonstrate proper uses of markers
X	X				14. Demonstrate proper uses of ink
X	X				15. Demonstrate proper uses of paint
X					16. Demonstrate proper uses of individually selected materials
X					17. Demonstrate proper use of individually selected equipment
X					18. Demonstrate proper use of individually selected camera
B. #					
C. #					
D. Fundamentals of Design					
	X				1. Design logo
	X				2. Design business card
	X				3. Design letterhead
					4. #
	X				5. Produce line drawings
					6. #
E. Advanced Design					
	X				1. Develop freelance production art for business/industry
	X				2. Produce art for in-school production
	X				3. Produce display/bulletin boards
	X			X	4. Produce commercial art/advertising design self-promotion
F. Specialty Design					
	X				1. Prepare rough layouts
	X				2. Prepare full-color comprehensive layouts
	X				3. Prepare book cover designs
	X				4. Prepare magazine advertisements
	X		X		5. Prepare multi-page programs
	X		X		6. Prepare flyers
	X				7. Prepare posters
	X				8. Prepare repeat design (i.e. wallpaper)
	X				9. Prepare T-shirt designs
	X				10. Prepare black-and-white illustrations
	X				11. Prepare point-of-purchase/billboard signs
G. Production/Camera-Ready Art					
	X				1. Identify planning methods
X					2. Produce keyline art
X					3. Produce overlay art
X					4. Produce mechanical color separation
X					5. Produce pasteup with type/photos
X					6. Produce screen tint art
X					7. Produce printer specs
X					8. Crop and scale photos
H. Fundamentals of Perspective					
		X			1. Identify/illustrate one-point perspective
		X			2. Identify/illustrate two-point perspective
		X			3. Identify/illustrate multi-point perspective
I. Fundamentals of Illustration					
		X			1. Produce story illustration creation
		X			2. Produce enlarged product illustration

M1	M2	M3	M4	M5	Competencies
		X			3. Produce technical cross-section illustration
J. #					
K. Cartooning					
		X			1. Create a character
		X			2. Produce one-frame/strip cartoon
					3. #
L. Working with Printer/Client					
				X	1. Demonstrate proper use of vocabulary
X					2. Illustrate key symbols/signs
	X				3. Identify production planning and related costs
M. #					
N. Jobs in Graphic Production Art					
				X	1. Identify methods of finding a job
				X	2. Identify methods of finding a school
				X	3. Identify methods of keeping a job
				X	4. Identify methods of growing/improving
O. Preparation of Personal Portfolio					
				X	1. Identify and select materials
				X	2. Prepare presentation
				X	3. Prepare for job interview
				X	4. Prepare resume
P. Leadership Competencies**					
					1. Demonstrate an understanding of VICA, its structure and activities
					2. Demonstrate an understanding of one's personal values
					3. Perform tasks related to effective personal management skills
					4. Demonstrate interpersonal skills
					5. Demonstrate etiquette and courtesy
					6. Demonstrate effectiveness in oral and written communication
					7. Develop and maintain code of professional ethics
					8. Maintain good professional appearance
					9. Perform basic tasks related to securing and terminating employment

M1	M2	M3	M4	M5	Competencies
					10. Perform basic parliamentary procedures in group meeting
Q. Pen Work					
		X			1. Demonstrate handlettering
		X			2. Produce calligraphy
		X			3. Produce ruled forms
		X			4. Produce spot illustration
R. Fundamentals of Type					
X			X		1. Identify type styles and structure
X			X		2. Identify methods of copyfitting, mark-up and proofreading
S. Computer Graphics					
			X		1. Identify hardware and basic functions/operations
			X		2. Identify software programs and uses

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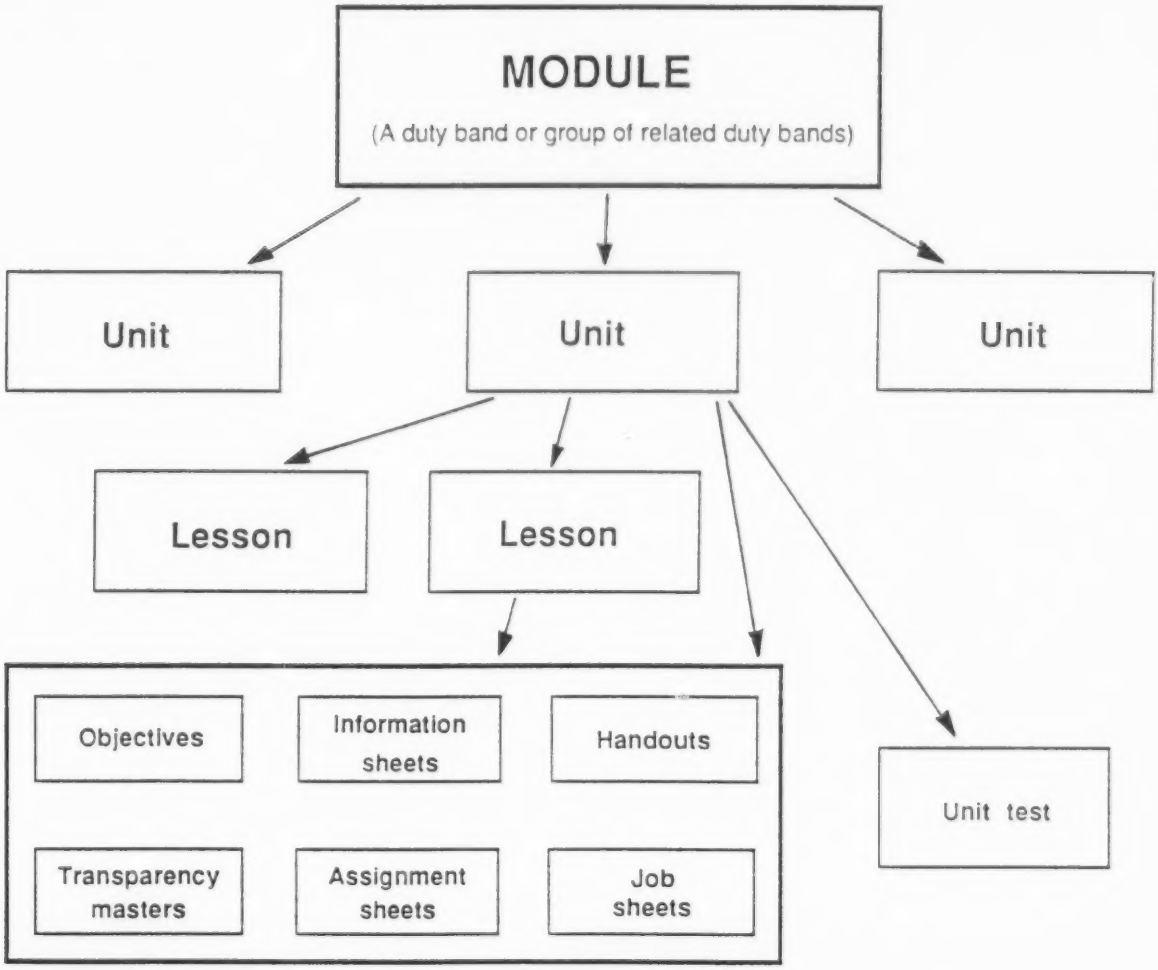
HOW TO USE THIS PUBLICATION

GUIDE COMPONENTS

Units of instruction

This Commercial Art guide contains five modules of instruction. Within the modules are instructional units including some or all of the following components: performance objectives, information sheets, transparency masters, handouts, assignment sheets, job sheets and a unit test. Special instructions on audiovisuals, supplies, etc. are included in the Notes to the Instructor section near the beginning of each unit.



Competency profile

On the Missouri competency profile, tasks are divided into general subject areas, or duty bands, which are identified by a capital letter. Under each duty band are related tasks (competencies), which are identified by an Arabic numeral. To evaluate the student on performance of the competencies, a 3-2-1-N grading system is used, where:

3 = **Mastery** - can work independently with no supervision
2 = **Requires supervision** - can perform job completely with limited supervision
1 = **Not mastered** - requires instruction and close supervision
N = **No exposure** - no experience or knowledge in this area

Cross-reference table (color-coded white)

Once the numbering system is understood, this table quickly reveals how the instructional components of the module relate to Missouri competencies. On the competency profile, tasks are divided into general subject areas, or duty bands, which are identified by a capital letter. Under each duty band are related tasks (competencies), which are identified by an Arabic numeral.

On the cross-reference table, unit numbers are shown by Roman numerals (I, II, III, etc.). Lessons within a unit are shown with Arabic numerals. Therefore, the first objective in Lesson 1 is numbered 1.1, the second is 1.2, and so on. Other components of the module (transparencies, handouts, assignment sheets and job sheets) also use this numbering system. By using the cross-reference table, the instructor can determine quickly which test questions or job sheets are needed to evaluate a particular competency.

Unit test (yellow)

Competency-based tests are designed to help eliminate subjective testing and to improve student evaluation and accountability. Specific competencies and test questions are linked on the answer key. These unit tests have been written to be used with computerized VAMS (Vocational Administrative Management System), utilizing Scantron sheets for computer-recording of test answers.

The unit test may be eliminated if the competency was thoroughly evaluated by job sheets. However, an emphasis should be placed on cognitive as well as performance skills. If the objective or competency will be evaluated by a job sheet, it is often necessary to determine by a written test whether the student understands enough of the material to perform the job sheet.

SUGGESTED ACTIVITIES

The following list of suggested activities may be helpful, especially to the beginning instructor.

1. Provide students with objective sheet and information sheets.
2. Discuss unit and specific objectives.
3. Discuss information sheets, assignment sheets and/or job sheets, lesson-by-lesson.
4. Have students do assignment sheet(s) to satisfactory levels.
5. Give students unit test.
6. After successful completion of the test, have students do job sheet(s).

Students should perform the following activities.

1. Read objective sheet.
2. Study information sheets.
3. Do assignment sheet(s).
4. Take unit test.
5. Do job sheets.

MODULE 4: COMPUTER GRAPHICS

CROSS-REFERENCE TABLE OF INSTRUCTIONAL MATERIALS

(Refer to MAVCC's Desktop Publishing guide for text and IML for tests.)

Compe-tency	Instructional Objective	Transparency Master	Handout/ Stu. Suppl.	Assignment Sheet	Job Sheet*	Test Item (IML)	Notes
F5	VI 9-10, 12-14, 16		VI 1-2	VI 3	VI 1-3	VI 14-16	"
F6	V 9, 12			V 2	V 3		Also in IML Mod. 2
R1	IV 1-8	IV 1-4				See IML Mod. 1, Unit III	Also in IML Mod. 1, Unit III
R2	IV 9-10, VI 7-8, 11, 15			IV 1, VI 1, 2	IV 1	"	"
S1	I 1-4, 6-13, II 1, 4-9, 11-12, 14	I 1-4	I 1-2	I 1, II 1-2, 4		I 2-4, 6-8, 17-21, 25-27, 32, 34-35, II 1, 5-7, 13-16, 19-24, 26-29	
S2	I1, 5, 20-26, II 1-3, 10, 13, 15-17, III 1-17	III 1	I 3, III 1-3	I 2, II 3, III 1	I 1-5, II 1-3, III 1-4	I 1, 9-16, 22-25, 32-33, 36, II 2-4, 8-12, 17-18, 25, III 1-28	Also Instr. Suppl. 1-2

*INSTRUCTOR'S NOTE: Substitute Missouri's 3-2-1-N scale for the MAVCC 4-3-2-1 scale printed on job sheets.

MODULE: COMPUTER GRAPHICS

UNIT I: INTRODUCTION TO DESKTOP PUBLISHING

UNIT TEST

Match the following terms and definitions.

___	1.	List of computer program options	a.	Cursor
___	2.	Equipment or physical parts of a DTP system	b.	Disk drive
___	3.	Inflexible, magnetized, circular media permanently installed in computer system to store and retrieve data	c.	Diskette
			d.	Document
___	4.	Removable plastic media used in computer to store and load information	e.	DTP operator
___	5.	Printed information usually combining text and graphics	ab.	Hard drive
___	6.	Character or marker indicating position on computer monitor	ac.	Hardware
			ad.	Layout
___	7.	Term referring to the many types of materials used in data storage and retrieval	ae.	Media
___	8.	Mechanism on computer that reads from and writes information to diskettes	bc.	Menu
			bd.	Software
___	9.	Programs that allow computer operator to operate DTP hardware efficiently		

Identify simple DTP applications with an "a" and complex ones with a "c".

___ 10. Resumes

___ 11. Flyers or brochures

___ 12. Proposals

___ 13. Magazines

___ 14. Certificates

___ 15. Transparency masters

___ 16. Books

Match major types of DTP hardware and software to functions.

___	17.	Used for entering information into a computer	a. CPU
___	18.	Used for controlling on-screen cursor or pointer when selecting items in pull-down menus, moving data or drawing graphics in page-layout software	b. Disk drive c. Hard drive
___	19.	Used to display information entered into computer	d. Keyboard
___	20.	Used for executing program instructions	e. Monitor
___	21.	Used for converting photographic images or line art into information usable by computer	ab. Mouse ac. Operating system
___	22.	Used to create or revise written text	ad. Page-layout software
___	23.	Used to arrange and manipulate text and graphics	ae. Printer bc. Scanner bd. Word-processing software

Select the option that answers the question or completes the statement.

___ 24. Which factor is **not** used to determine whether a document is suitable for DTP?

a. Size of hard drive utilized
b. Frequency of publication
c. Number of graphics required
d. Design capabilities required

___ 25. When considering DTP system purchases, which is least important?

a. Types of publications commonly produced
b. Number of available staff
c. Amount of training time
d. Brand names available

___ 26. Which mouse operation is done by quickly pressing and releasing the mouse button twice?

a. Click
b. Double-click
c. Point
d. Select

___ 27. Which mouse operation is done by moving the pointer tip on top of an item on the monitor?

a. Click
b. Double-click
c. Point
d. Select

___ 28. Which person designs and creates graphics **not** suitable for DTP production?

a. Artist
c. DTP operator
c. Designer
d. Keyboard operator
e. Project coordinator

___ 29. Who designs and plans the layout?

a. Artist
c. DTP operator
c. Designer
d. Keyboard operator
e. Project coordinator

___ 30. Which is **not** a characteristic of a quality DTP work environment?

a. Comfortable, adjustable chairs
b. Work surfaces at height of 35"
c. Adequate temperature and humidity control
d. Appropriate shift lengths and work breaks

___ 31. Which piece of information would be unlikely in an official U.S. copyright notice?

a. Symbol for or word "copyright"
b. Name of funding agency
c. Year of first publication
d. Name of copyright owner

Identify true statements with an "a" and false ones with a "b".

___ 32. Desktop publishing utilizes a personal computer, appropriate software and an output device to combine text and graphics to produce a document.

___ 33. DTP provides more control over layout and pasteup but less control over editing.

___ 34. Booting the computer means to prepare a diskette so that the computer can store information on it.

___ 35. On a mouse, the right button is usually the main button.

___ 36. Duplicating copyrighted software is illegal, except in schools.

___ 37. It is important for a DTP operator to have good problem-solving skills and be able to make decisions.

ANSWERS TO UNIT TEST

1.	bc	(R2)
2.	ac	(R1)
3.	ab	(R1)
4.	c	(R1)
5.	d	
6.	a	(R1)
7.	ae	(R1)
8.	b	(R1)
9.	[illegible]	(R2)
10.	[illegible]	(R2)
11.	[illegible]	(R2)
12.	c	(R2)
13.	c	(R2)
14.	a	(R2)
15.	a	(R2)
16.	c	(R2)
17.	d	(R1)
18.	ab	(R1)
19.	e	(R1)
20.	a	(R1)
21.	bc	(R1)
22.	bd	(R2)
23.	ad	(R2)
24.	a	(R2)
25.	d	(R1, R2)
26.	b	(R1)
27.	c	(R1)
28.	a	
29.	c	
30.	b	
31.	b	
32.	a	(R1, R2)
33.	b	(R2)
34.	b	(R1)
35.	b	(R1)
36.	b	(R2)
37.	a	

MODULE: COMPUTER GRAPHICS

UNIT II: DESKTOP PUBLISHING SYSTEMS

UNIT TEST

Match the following terms and definitions.

___	1.	Measure of print density	a.	Byte
___	2.	Boundaries around a graphic image or text indicating it has been selected	b.	Compatible
___	3.	Symbol representing a particular page-layout operation	c.	DPI
___	4.	Icon indicating mouse position	d.	Handles
___	5.	Computer with an operating system and software that simulate another manufacturer's products	e.	Icon
___	6.	Temporary memory that stores data and programs while computer is in use	ab.	Operating system
___	7.	Density of dots per inch	ac.	Pointer
___	8.	Page-layout tool utilizing keyboard to delete, insert or modify text	ad.	RAM
___	9.	Group of icons for page-layout operations	ae.	Resolution
			bc.	ROM
			bd.	Text tool
			be.	Tool box

Select the option that answers the question or completes the statement.

___ 10. Which operating system features multi-tasking and a windows-like environment called Presentation Manager?

a. Apple DOS
b. Apple PRO-DOS
c. Mac Operating System
d. MS-DOS
e. OS/2

___ 11. Which operating system works with IBM PCs, XTs, ATs and most compatibles?

a. Apple DOS
b. Apple PRO-DOS
c. Mac Operating System
d. MS-DOS
e. OS/2

___ 12. Which operating system was specifically designed for mouse operation and features windows-like environment and multi-tasking?

a. Apple DOS
b. Apple PRO-DOS
c. Mac Operating System
d. MS-DOS
e. OS/2

___ 13. Which type of monitor is used in DTP systems?

a. Color
b. Full-page
c. Monochrome
d. Two-page
e. All of the above

___ 14. Which type of printer is capable of supplying about 160-DPI resolution and uses a pin head and ink?

a. Dot-matrix
b. Inkjet
c. Laser
d. Phototypesetting

___ 15. Which type of printer uses intense light and toner to transfer images on paper at resolutions of about 300 DPI?

a. Dot-matrix
b. Inkjet
c. Laser
d. Phototypesetting

___ 16. Which is **not** a common feature of laser printers used in DTP?

a. Hard fonts
b. Soft fonts
c. Unlimited memory
d. Page-description language

Identify true statements with an "a" and false ones with a "b".

___ 17. "Move or adjust text" refers to rearranging an area of text that is defined by boundaries.

___ 18. To edit text is to delete, insert or rearrange it.

___ 19. Scanners can quickly reproduce images at reduced, enlarged or original size.

___ 20. A floppy disk is more portable than a hard disk and provides more efficient use of DTP and software.

___ 21. The speed of a floppy disk is limited by its size.

___ 22. Retrieval of information is slower with a floppy disk than with a hard disk.

Match the following terms and definitions.

___ 23. Uses an 80286 or 80386 processor and permits multi-tasking

___ 24. Uses an 8088 processor

___ 25. Describes using multiple applications simultaneously

___ 26. Graphic display that allows quick movement from one application to another without exiting the application

___ 27. Ability to connect several workstations into one system that shares equipment and software

___ 28. Used to enter information into a computer

___ 29. Stores information and software while machine is on

a. AT

b. Input device

c. Memory

d. Multi-tasking

e. Networking capability

ab. Output device

ac. Storage device

ad. Windows-like environment

ae. XT

ANSWERS TO UNIT TEST

1.	c	(R1)
2.	d	(R2)
3.	e	(R2)
4.	ac	(R2)
5.	b	(R1)
6.	ad	(R1)
7.	ae	(R1)
8.	bd	(R2)
9.	be	(R2)
10.	e	(R2)
11.	d	(R2)
12.	c	(R2)
13.	e	(R1)
14.	a	(R1)
15.	c	(R1)
16.	c	(R1)
17.	a	(R2)
18.	a	(R2)
19.	a	(R1)
20.	b	(R1)
21.	b	(R1)
22.	a	(R1)
23.	a	(R1)
24.	ae	(R1)
25.	d	(R2)
26.	ad	(R1)
27.	e	(R1)
28.	b	(R1)
29.	c	(R1)

MODULE: COMPUTER GRAPHICS

UNIT III: SOFTWARE

UNIT TEST

Match the following software terms and definitions.

___	1.	To load a document or graphics file from one source to another	a.	Clip art
			b.	Customizing
___	2.	Unit of text that can be broken into smaller units, consolidated with other units or moved	c.	Dialog box
___	3.	Electronically stored graphics that can be inserted into a document during page makeup	d.	Dictionary
			e.	Global selection
___	4.	Arranging elements of design and type to meet specifications	ab.	Import
___	5.	Computerized word listing used to check spelling and suggest hyphenation	ac.	Text block
			ad.	Thesaurus
___	6.	Area in publication window that requests information or shows status of a process taking place	ae.	Tool box
___	7.	Process that searches and/or applies an attribute or feature to an entire document		

Select the option that answers the question or completes the statement.

___ 8. Which type of software is used to enhance or modify graphics?

a. Draw
b. Page-layout
c. Paint
d. Word-processing

___ 9. Which type of software is used to create graphics?

a. Draw
b. Page-layout
c. Paint
d. Word-processing

___ 10. Which consideration is unimportant when purchasing DTP software?

a. Efficient production of publications desired
b. Compatibility with existing and future hardware
c. Compatibility with existing software
d. Thorough yet easy-to-understand documentation
e. None of the above

___ 11. Which feature would be **least** likely in a word-processing package?

a. Easy access to editing features
b. Spell-check feature
c. Search-and-replace feature
d. Line drawing capability
e. Merge feature

___ 12. With page-layout software, which feature would be **least** likely?

a. Templates or outlines for arranging text and graphics
b. Exportation to DOS or ASCII file formats
c. Movement of text and graphics to fit available space
d. Text-editing features such as cut, copy and place

Match the following page-layout features to descriptions.

___ 13. Measuring edge used in placing text and graphics on page in publication window

___ 14. Menu of tools available to point, edit text, crop or draw

___ 15. Option providing a variety of window views selected according to amount of detail needed for a particular task

___ 16. Used to move page horizontally and vertically inside publication window

___ 17. Blank space surrounding page in publication window; used to temporarily place text and graphics

a. Cursor-position indicator
b. Function box
c. Pasteboard
d. Publication-window size selection
e. Pull-down menu
ab. Ruler
ac. Scroll bar

Select the option that answers the question or completes the statement.

___ 18. Which setup feature provides permanent page formats that can be copied and used repeatedly?

a. Margin setting
b. Page orientation
c. Pagination
d. Style sheet
e. Template

___ 19. Which dialog box is used to select either portrait or landscape position?

a. Margin setting
b. Page orientation
c. Pagination
d. Style sheet
e. Template

___ 20. Which dialog box is used to set left, right, top and bottom page limits?

a. Margin setting
b. Page orientation
c. Pagination
d. Style sheet
e. Template

___ 21. Which paragraph-specification feature can move text from page to page and column to column?

a. Alignment
b. Auto text flow
c. Tabs and indents
d. Text flow
e. Text wrap

___ 22. Which feature is selected to align text lines in specific increments left, right, center, decimal or dot leader?

a. Alignment
b. Auto text flow
c. Tabs and indents
d. Text flow
e. Text wrap

___ 23. Which option allows adjustment of vertical spacing between text lines?

a. Hyphenation
b. Kerning
c. Leading
d. Type specification
e. Word spacing

___ 24. Which option allows adjustment of spacing between text characters?

a. Hyphenation
b. Kerning
c. Leading
d. Type specification
e. Word spacing

Identify true statements with an "a" and false ones with a "b".

___ 25. Quality draw software allows files to be exported into page-layout and/or paint software.

___ 26. Three-dimensional drawings can be produced with quality draw software.

___ 27. Quality draw software can move images without affecting their original form.

___ 28. Quality paint software produces bit-mapped graphics.

ANSWERS TO UNIT TEST (R2)

1. ab
2. ac
3. a
4. b
5. d
6. c
7. e
8. c
9. a
10. e
11. d
12. b
13. ab
14. b
15. d
16. ac
17. c
18. e
19. b
20. a
21. d
22. c
23. c
24. b
25. a
26. a
27. b
28. a

MODULE: COMPUTER GRAPHICS

UNIT IV: TYPE SELECTION

UNIT TEST

For a computer-scorable evaluation of this unit, refer to Unit III of Module 1: Fundamentals of Commercial Art (by IML).

MODULE: COMPUTER GRAPHICS

UNIT V: DOCUMENT DESIGN

UNIT TEST

Match the following terms and definitions.

___	1.	Tell the reader when an article is continued from one page to another	a.	Alignment
___	2.	Display type over a story or article within a document	b.	Captions
___	3.	Short headlines inside articles or stories within a document	c.	Footers
___	4.	Asterisks, bullets and numbers used to organize ideas in lists	d.	Headers
___	5.	Information placed at the bottom of the document page	e.	Headlines
___	6.	Text accompanying and identifying graphics	ab.	Jump lines
			ac.	Subheads
			ad.	Symbols

Select the option that answers the question or completes the statement.

___ 7. Which describes the printed or visual lines that define a page's outline?

a. Borders
b. Columns
c. Margins
d. Rules

___ 8. Which describes printed horizontal or vertical lines or boxes used to separate one part of a document from another?

a. Borders
b. Columns
c. Margins
d. Rules

___ 9. Which design factor involves considering size of all design elements in relation to their importance?

a. Coherence
b. Direction
c. Discipline
d. Proportion
e. Purpose

___ 10. Which design factor describes the flow of the reader's eye across the document?

a. Coherence
b. Direction
c. Discipline
d. Proportion
e. Purpose

___ 11. Which describes the integration of design elements so that the document's appearance goes along with its purpose?

a. Coherence
b. Direction
c. Discipline
d. Proportion
e. Purpose

Match the following terms and definitions.

___ 12. Area of document page where type and graphics appear

___ 13. Nonprinting guidelines used to help designer lay out elements consistently

___ 14. Point at which a reader's eye naturally rests when it first encounters a printed page

___ 15. Design element that visually guides the reader's eye from one point to another in document

___ 16. Color used at specific points to attract the reader's attention

___ 17. Gray or black shading added to photos or graphics to give a three-dimensional effect

___ 18. Design element used to organize text so that reader can locate information easily

___ 19. Dot patterns in graduated shades of gray

___ 20. Irregular line lengths used to indicate how a graphic relates to a particular section of text

a. Body type
b. Drop shadow
c. Electronic clip art
d. Graphic treatment
e. Grid
ab. Live area
ac. Optical center
ad. Screen
ae. Spot color
bc. Text treatment
bd. Text wrap

Arrange in order the steps in the design process. For the first step, mark "a"; for the second, "b"; for the third, "c"; for the fourth, "d"; for the fifth, "e"; and lastly, "ab".

___ 21. Create thumbnail sketches.

___ 22. Print final camera-ready copy.

___ 23. Define the project's purpose and audience.

___ 24. Prepare computer-generated draft at actual size.

___ 25. Create rough layout.

___ 26. Proof, edit and revise computer-generated draft as necessary.

ANSWERS TO UNIT TEST

1.	ab	14.	ac
2.	e	15.	d
3.	ac	16.	ae
4.	ad	17.	b
5.	c	18.	bc
6.	b	19.	ad
7.	a	20.	bd
8.	d	21.	b
9.	d	22.	ab
10.	b	23.	a
11.	a	24.	d
12.	ab	25.	c
13.	e	26.	e

MODULE: COMPUTER GRAPHICS

UNIT VI: LAYOUT

UNIT TEST

Match elements of a multi-page document to their purposes.

___	1.	Identifies page numbers of major text sections	a.	Cover
___	2.	Gives complete title and subtitle, author, contributors, date of publication	b.	Glossary
			c.	Index
___	3.	Lists sources and/or bibliographic documentation of materials used in writing text	d.	List of symbols
___	4.	Presents main body of printed information	e.	List of illustrations
___	5.	Lists and defines important terms presented within text	ab.	References
___	6.	Provides alphabetical listing of topics presented within text and gives page number where each topic appears	ac.	Summary
			ad.	Table of contents
___	7.	Reviews points made in text and may express conclusions	ae.	Text
			bc.	Title page

Select the option that answers the question or completes the statement.

___ 8. Which step comes **first** in the DTP layout process?

a. Set page orientation
b. Apply fonts
c. Adjust white space
d. Place graphics

___ 9. Of the steps below, which would be done **last** in DTP layout?

a. Print final draft
b. Adjust white space
c. Proofread final draft
d. Place graphics

___ 10. Which is a method of editing text?

a. Change density of shading
b. Change line thickness
c. Change column width
d. Crop graphic images

___ 11. Which is a method of editing graphics?

a. Justify text
b. Stack graphics and text
c. Adjust amount of text in columns
d. Flow text from column to column

___ 12. For some jobs, the printer produces several separate sheets of paper that must be physically pasted together to create the entire oversized page. What kind of layout is this?

a. Tiled
b. Reduced
c. Enlarged
d. Thumbnail

___ 13. Which type of layout produces miniature copies of several document pages on a single sheet of paper?

a. Tiled
b. Reduced
c. Enlarged
d. Thumbnail

___ 14. Which newsletter element lists the publisher, publisher address, editorial staff and subscription date?

a. Article
b. Graphic
c. Logo
d. Masthead
e. Name plate

___ 15. Identifying the publication name, publisher, date and volume number is the purpose of which newsletter element?

a. Article
b. Graphic
c. Logo
d. Masthead
e. Name plate

___ 16. Which element provides additional detail, adds emphasis or further explains information?

a. Article
b. Graphic
c. Logo
d. Masthead
e. Name plate

Match the following terms and definitions.

___ 17. Article presenting information on an upcoming event

___ 18. Overlapping text blocks and graphics

___ 19. Reading a document to check for errors in type and graphics

___ 20. Brief summary of document contents

___ 21. Article presenting information on a special event, activity or other topic of interest

___ 22. Regularly presented brief articles about particular topics

___ 23. Article presenting new information on a story published earlier

a. Abstract
b. Advance story
c. Delete
d. Feature story
e. Follow-up story
ab. Oversized document
ac. Proofreading
ad. Specialty column
ae. Stacking

Identify true statements with an "a" and false ones with a "b".

___ 24. Text blocks and graphics are individual layers in the publication window.

___ 25. Individual layers can be stacked.

___ 26. Text blocks are usually solid layers.

___ 27. Graphics are usually transparent layers.

___ 28. Changing a layer's stacking order may affect its appearance.

___ 29. Generally, the most recently selected item is the bottom layer.

ANSWERS TO UNIT TEST

1.	ad	
2.	bc	
3.	ab	
4.	ae	
5.	b	
6.	c	
7.	ac	
8.	a	
9.	c	
10.	c	
11.	b	
12.	a	
13.	d	
14.	d	(F5)
15.	e	(F5)
16.	b	(F5)
17.	b	
18.	ae	
19.	ac	
20.	a	
21.	d	
22.	ad	
23.	e	
24.	a	
25.	a	
26.	b	
27.	b	
28.	a	
29.	b	

GLOSSARY
(TERMS FROM MODULES 1-3 AND 5)

Accreditation	official approval by regional agencies for maintaining quality standards. Credits from a non-accredited school may not transfer to another college. (M5-I)
Acetate	clear film that is taped and mounted to the base or mat; temporarily protects artwork from soiling (M5-III)
ACH	achievement testing program used primarily for placement; tests level of knowledge in specific academic subjects (M5-I)
ACT	(American College Testing Company) one of the most widely used college entrance exams in the Midwest (M5-I)
Advanced placement	high school program of college equivalent course work evaluated by exam at the end of the senior year; used to grant college credit or advanced standing (M5-I)
Alien	person who is not a citizen of the country (M5-V)
Ammonium bichromate	chemical that makes a photo-emulsion gel sensitive to light when added to it (M2-VIII)
Ascender	portion of the lower-case letter (b, d, f, h, k, l) that extends above the x-height (M1-III)
ASSET	on-campus placement test used by many local community colleges (M5-I)
Balance	pleasing arrangement of elements on a page; symmetry (M2-I)
Base line	imaginary line upon which all lower-case and capital letters appear to rest (M1-III)
Benefits	extras like vacation pay, holidays, insurance, hospitalization, etc. (M5-V)
Bevel	angle at which a mat is cut (usually 30°). A **reverse** bevel is cut away from the picture; an **inside** bevel is cut toward the picture. (M5-III)
Bleed	an image that is designed to run off the edge of the sheet when printed or trimmed (M1-VI)
Block out	masking medium applied to a screen fabric to prevent ink penetration (M2-VIII)
Bond	money an insurance company will pay to the employer if the employee loses or steals money or destroys equipment (M5-V)
Bracket	on some serif typefaces, the curve connecting the serif to the upright letter stroke (M1-III)

Business reference	applicant's past employer who can give the potential employer information (M5-V)
Camera-ready copy	that which is ready to be photographed (M1-IV)
Caption	small type under illustrations which explains them (M2-I)
Chauffeur's license	special driver's permit for truck drivers and those who drive vehicles for others (M5-V)
Chronological	arrangement of events in the order in which they happened (M5-V)
CLEP	(College Level Examination Program) testing program for earning credit. A general exam and a variety of subject exams are offered. Individual tests and scores accepted for credit vary among universities. (M5-I)
Color swatch	small example of color which is attached to the camera-ready art to indicate the color to be matched in printing ink (M1-VI)
Combination marks	when the symbol and logo are used together; also called a signature (M2-II)
Commercial artist	one who uses skills and artistic vision to satisfy a client's need (M1-I)
Confidential	information that is private and will not be given without authorization (M5-V)
Correspondence school	one that offers instruction by mail (M5-V)
Counter	open space within the closed space of a letterform (e.g., o, g, p) (M1-III)
Credentials	papers, certificates or diplomas which show the applicant's achievements (M5-V)
Credit hour	unit of academic credit which represents one hour of class time per week for a full semester. Thus, a three-hour course is one which meets for three hours each week for the term. (M5-I)
Credits	sources used; references; photographer's or writer's names (M2-VII)
Crop	to mark an illustration or photograph to indicate what portion of it is to be copied (M1-IV)
Cyan	one of the four process ink colors; also called process blue (M1-VI)
Deductions	cash subtracted from a worker's salary (M5-V)
Degree	title earned for the completion of an academic program. Associate degrees are granted for two-year programs and bachelor degrees for four-year programs. Beyond that, master and doctorate degrees recognize advanced work. (M5-I)

Dependents	people supported by a worker's salary (M5-V)
Descender	portion of the lower-case letter (g, j, p, q, y) that extends below the base line (M1-III)
Designer	one who arranges and creates a composition that will serve a purpose and be visually pleasing; involves work in related fields such as manufacturing (industrial or package designer), decorating (interior or set designer), fashion, textiles or floristry (floral designer, florist) (M1-I)
Disability	physical problem which can prevent a worker from doing certain kinds of work (M5-V)
Drop-out	indicating that certain areas of a photo or illustration are to be left blank, especially colored lines or backgrounds (M1-VI)
Dry mount	process of attaching a photo, drawing or print to a background using heat and a thin paper that is coated on both sides with heat-sealing adhesive (M5-III)
Early admission	college admission plan whereby the student applies early in the senior year to a first-choice college and is notified of acceptance, usually by December. If admitted, the applicant agrees to attend that college. (This plan is most useful to students applying to highly competitive institutions.) (M5-I)
Element	each individual part of the printed message (M2-I)
Em	variable measure of area equal to the square of the point size (M1-III)
Emphasis	arrangement of elements on a page that attracts the most attention to the most important element (M2-I)
Employment agency	place that will help an applicant find a job (M5-V)
Emulsion	thick solution consisting of finely divided particles held in suspension and not dissolved (M2-VIII)
Equal opportunity employer	under federal and state laws, a company which prohibits employment discrimination based on race, color, religion, sex, national origin, physical handicap or age (with respect to individuals between 40 and 65 years old). Whenever a job opening occurs within the company and is advertised, anyone meeting the qualifications has an equal opportunity of applying for and getting the position. (M5-V)
FAF	(Financial Aid Form) information required by federal agencies, schools and lending institutions to determine financial need (M5-I)
Federal income tax	money taken from the paycheck and paid to the federal government (M5-V)

Felony	serious crime which can carry a prison sentence of more than one year (M5-V)
FFS	(Family Financial Statement) required by federal agencies, schools and lending institutions to determine financial need (M5-I)
Fillet	decorative second mat of contrasting color or texture; inserted between the top mat and artwork to enhance the presentation (M5-III)
Fine artist	one who creates art to satisfy an inner need for self-expression (M1-I)
Flat (spot) color	pre-mixed ink color (M1-VI)
Four-color process	method of reproducing full-color, camera-ready copy by separating it into black and three primary colors (red, yellow, blue) and then using four printing plates and transparent inks to achieve the full-color effect (M1-VI)
Graduate	refers to academic programs beyond the four-year bachelor's degree (M5-I)
Graphic artist	often mistaken for a printer; prepares art from rough design stage through camera-ready stage (M1-I)
Guardian	person who is legally responsible for a minor (M5-V)
Hand-cut ruby film	masking material which is a separable two-ply acetate film; usually ruby-red film adhered to a clear film base (M1-IV)
Handicap	something wrong or that does not work well (M5-V)
Heading	line of type (usually bolder) that is set above the body or text type (M2-I)
Hickey	speck of dirt or lint in the printing area which shows up as a white spot on the print (M2-VIII)
Illustration	painting, drawing or photograph (M2-I)
Imposition	printer's page arrangement which assures correct page order after folding and trimming operations (usually 1/8-1/4" trimming on outside margins) (M2-VII)
Information overlay	sheet of paper, usually tissue, that covers and protects the art; contains any necessary printer information not included on the camera-ready art (such as ink colors and screen tint percentages) (M1-VI)
Jump line	directs reader to continue story on another page (M2-VII)
Keyline art	artwork that is prepared for multi-color printing in which the colors overlap slightly (M1-IV)

Kicker	small headline used to supplement the main headline; located above or below the headline (M2-VII)
Leading	(led'-ing) distance between each line of type (from the bottom of the descenders of one line of type to the top of the ascenders of the following line of type); measured in points (M1-III)
Letterforms	letters which form the name in type, used to identify a company, often shorten a long name that is difficult to pronounce (M2-II)
Line copy	image lines and areas of a single density (i.e., black or white) (M1-IV)
Logo	letters, words and/or symbols that represent or identify a company or its services (M2-I)
Logos	letters, words and/or symbols that represent or identify a company or its services (M2-II)
Magenta	one of the four process ink colors; also called process red (M1-VI)
Maiden name	woman's name before marriage (surname or last name) (M5-V)
Major	academic subject chosen as a field of specialization or concentration. A **double** major refers to two majors in separate subject fields; an **interdisciplinary** major refers to a major that combines course work from different subjects to form a new, related field. (M5-I)
Marital status	whether single, married, divorced, widowed or separated (M5-V)
Masthead	usually at the top of the first page; area of a multi-page publication which tells publisher, rates and name of publication (M2-II)
Mat	cardboard or other heavy material into which a window-like opening is cut for artwork. Color and width are important considerations. (M5-III)
Mechanical	assembly of image areas on a base sheet; camera-ready pasteup (M1-VI)
Minor	under legal age; too young to enter into legal contracts or to live as an adult without parental consent (M5-V)
Monofilament	screen fabric in which each thread of the mesh is made up of a single fiber (M2-VIII)
Monograms	sign of identity consisting primarily of a name's initials (M2-II)
Mount	rigid background which holds mounted artwork, adds support and helps preserve artwork (M5-III)
Multifilament	screen fabric in which tiny fibers make up each thread (M2-VIII)

Non-bleed	image that is contained within the page's finished cut size (M1-VI)
Overlay	sheet of acetate, tracing paper or similar material placed over a pasteup to hold copy that will appear in another color or for special instructions on the job (M1-VI)
Overtime	time worked above 40 hours per week (M5-V)
P-ACT	(Preliminary ACT) college aptitude test taken most widely by high school sophomores and used as a predictor of potential ACT scores (M5-I)
Pasteup (verb)	process used to assemble all image areas or elements on a base sheet in the desired position for the finished product (M1-IV)
Pasteup (noun)	completed assembly of all image areas or elements positioned on a base sheet to be used as the camera copy. Mechanical art is another term for pasteup. (M1-IV)
Periodic review	evaluation of an employee's work at certain specified time periods (M5-V)
Personal reference	person who is more than 21 years of age, has known the applicant more than two years, and who can give information to a prospective employer (M5-V)
Personnel office	part of a company which coordinates employee hiring and helps workers with problems on the job (M5-V)
Personnel	all the workers in a company (M5-V)
Photostat ("stat")	photographic, high-quality copy of artwork or copy; usually made with a process camera, photographic paper and processor (M1-IV)
Physical defect	permanent physical disability (M5-V)
Pica	printer's measure that is 12 points, approximately 1/6 inch (M1-III)
Pictographs	public symbols used to cross language barriers for direction, safety and transportation; picture language (M2-II)
Point	printer's measure that is approximately 1/72 inch (M1-III)
Portfolio	collection of a visual artist's best work which is frequently used to secure employment (M1-I)
Positive	photographic image that retains the black-and-white relationship of the original (M2-VIII)
Pressure tape	adhesive, double-faced tape for temporary mounting (M5-III)
Probation period	trial time during which an employee finds out if he/she will succeed at a new job; usually three to six months (M5-V)

Process camera	large, stationary darkroom camera used to make high-quality copies and negatives (for platemaking) (M1-IV)
Process colors	black, yellow, cyan, magenta (M1-VI)
Proportion	pleasing arrangement of margins, page sizes and shapes (M2-I)
PSAT/NMSOT	preliminary SAT taken in the fall of the junior year; the qualifying exam for the National Merit Scholarship (M5-I)
Qualifications	skills needed for a certain job (M5-V)
Raise	increase in a worker's pay (M5-V)
Recommendations	letters or phone calls made by people to a prospective employer about the potential worker (M5-V)
Register	exact positioning of the design image on the printing surface (M2-VIII)
Register marks	small crosses or other marks placed on camera-ready copy to register (align) overlays (M1-VI)
Reverse	print made of copy in which the colors are the opposite of the original (M1-IV)
Rhythm	leads the reader's eye in the desired direction and draws attention to various elements of design (M2-I)
Salary open	when the amount of pay for the job is decided after reviewing an applicant's experience, skill and personal interview (M5-V)
SAT	(Scholastic Aptitude Test) another widely used college entrance exam. The two sections test skills in verbal and mathematics areas. (M5-I)
Scaling	"sizing" artwork; determines proportional dimensions of artwork or photographs when reduced or enlarged (M1-IV)
Scholastic	describes school work (grades, homework and test scores) (M5-V)
Screen tints	negative films used between the negative and printing plate. Ruled screens are measured by the number of dotted lines per inch (i.e. 85-line), and the amount of image allowed to print is determined by the screen's percentage. (A 10% screen prints only 10% of the image.) (M1-VI)
Screen	silk or other fabric stretched on a printing frame (M2-VIII)
Serif	the short line that finishes the major stroke of the letter in some typefaces (M1-III)

Serif	the short line that finishes the major stroke of the letter in some typefaces (M1-III)
Serigraphy	term which distinguishes between fine art silk screens and commercial reproduction (M2-VIII)
Set measure	length of line of type in picas (M1-III)
Set size	height of type in points; measured from bottom of descender to top of ascender (M1-III)
Set leading	(line space) distance from base line of one line to the base line of the following line; measured in points (Set leading is the **total** of the set size plus the leading.) (M1-III)
Shading films	sheets of preprinted patterns and tones used to add depth or special characteristics to base art (M1-VI)
Shift	regular period of work during a 24-hour period; usually eight hours long (M5-V)
Sidebar	short article that concentrates on a particular aspect of the main story (M2-VII)
Signature	name of a business or advertiser, usually set in a distinctive style and related to the logo (M2-I)
Signature	what a printed sheet is called after folding. A four-page signature is one sheet folded in half. Eight pages are formed when a sheet is folded once horizontally and once vertically. A 16-page signature is like an eight-page signature, but folded once more. (M2-VII)
Spouse	person to whom someone is married (M5-V)
Squeegee	tool with a rubber blade that is used to force ink through the openings in the screen (M2-VIII)
Stencil	a mask applied to the screen in the non-image area to prevent the passage of ink (M2-VIII)
Stippling	tiny dots which create shading (M2-VIII)
Storyboard	in a series of frames, shows the flow of action in a commercial; supported by information about the campaign and usually rendered in markers (M5-III)
Subhead	smaller, secondary heading, usually under the main heading (M2-I)
Surprint	overprint in which line copy is superimposed over a halftone (M1-IV)
Symbols	designs without type which are used to identify a corporation, agency or institution (M2-II)

Teaser	entices the reader to read the story by emphasizing an interesting quote or part of the story; usually in medium-sized type (M2-VII)
Terminate	to end something; to leave a job (M5-V)
Text	small type containing the main message of the page (M2-I)
Trademarks	legal names for unique marks which may be registered and protected by law (M2-II)
Transcript	written, official record of all school grades (M5-V)
Undergraduate	refers to academic programs of the first four years of college (M5-I)
Unemployment compensation	money received from the government if an employee is unemployed because of firing or layoff (M5-V)
Union	group of organized workers (M5-V)
Value	lightness or darkness of a color or gray (M2-I)
Varnish	a thin, clear, protective coating applied to a printed piece for extra polish; it can be applied to matte or glossy stock. (M1-VI)
Veteran	person who has been in the armed forces (M5-V)
Visual artist	one who uses a variety of methods and materials to communicate ideas, thoughts and feelings. The two general categories are fine arts and graphic arts. (M1-I)
Wages	money received in payment for work; usually paid by the hour or month (M5-V)
Whetstone	abrasive stone to sharpen cutting tools (M5-III)
Windows	transparent openings in line negatives into which halftone negatives are stripped (M1-IV)
Worker's compensation	money a person receives if injured on the job (M5-V)
X-height	height of lower-case letters without ascenders or descenders; measured in points (M1-III)